

Siuslaw Elementary School



Parent / Student HANDBOOK 2026-2027

Amy Flora, Principal

Leonard Ulrich, Assistant Principal

2026-2027 Parent/Student Handbook

PREFACE

The material covered within this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any School Board Policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

**As used in this student handbook, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-0935. The status and duties of a legal guardian are defined in ORS 125.005 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

Siuslaw School District 97-J does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, sex, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues. Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Lisa Utz, Equal Educational Opportunities Compliance Officer

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Siuslaw School District Information

School Board Members

Brian Lacouture	Board Chair
Maureen Miltenberger	Vice-Chair
Thomas Posegate	Member
Diana Pimlott	Member
Josh Haberly	Member
Adrian Pollut	Member
Tamara Cole	Member

District Administrative Staff

Andrew Grzeskowiak, Superintendent
 Cece Howell, Business Manager
 Debi Free, Administrative Assistant
 Cheryl Chipps, Administrative Assistant
 Pam Hickson, Administrative Assistant
 Patrick Looney, Technology Director
 Lisa Utz, Special Programs Director
 Tammy Trenholm, Transportation/Maintenance

Important Phone Numbers

Siuslaw Elementary School (grades K – 5) 541-997-2514

Siuslaw Middle School (grades 6 – 8) 541-997-8241

Siuslaw High School (grades 9 – 12) 541-997-3448

Transportation/Maintenance 541-997-3816

District Administration Office 541-997-2651

SIUSLAW ELEMENTARY SCHOOL STAFF

Office Staff

Amy Flora, Principal

Leonard Ulrich, Assistant Principal

Secretaries

Wendy York, Office

Jacquie Carr, Office

Lesa Carnahan, Health Aide

Ella Glowacki Special Programs

Kama Wells Special Programs

Counseling Staff

Julie Steyding

Brandi Bailey

Library Staff

Sarah Severy

Food Services - Cafeteria

Sara Eberhardt - Supervisor

Trinty McIntyre

Donna Taxera

Carla Twombly

Kristy Catalfamo

Wendy Phillips

Heather Elliot

Ryan Lane

Custodial Services

Ken Hill - Head Custodian

John Smith

Mike Bidwell

Alvin Cable

Rubus Summers Lee

Teaching Staff

Kindergarten

Angela Leverich - TL
Savannah Roderick
Jessica Vasquez

1st Grade

Alyssa Bennett
Jeannette Jones
Kristie Storm - TL

2nd Grade

Chelsea Anttila
Natalie Gibson
Chris Newlan - TL
Donald Morales

3rd Grade

Alyssa Cargill - TL
Faiza Serang
Allie Wilson

4th Grade

Gina Halpin
Alex Lopez
Carrie McNeill - TL
Jill Neider

5th Grade

Laurie Cox
Jo Davis - TL
Greg Jorgenson
Sarah Smart
Angela DeSarro - TL

PE

Casey Palermo
Courtney King
Heather Opitz

Special Programs

Lisa Utz - Director
Kassy Keppol - ELL
Alyssa Cargill - TAG Rep 3-5
Natalie Gibson - TAG Rep K-2
Jessica Lane - Special Education
Eric Utz - Special Education
Pam Rasmussen – Special Education
** - SLP
Jordan Pringle - SLP
Renae Summers - Title 1
Jessical Ackerman - Title 1 - TL

INSTRUCTIONAL SUPPORT STAFF

Educational Assistants

Carly Buffum **Kindergarten Aide**
Deanna Frazier **Kindergarten Aide**
Deb Whitley **Kindergarten Aide**
Cynthia Parker **Lit Aide**
Lisa Spencer **1st Grade Aide**

Char Catalfamo **1st Grade Aide**
Topher Keppol **2nd Grade Aide**
Penny Ward **2nd Grade Aide**
E'Rika Brown **3rd Grade Aide**
Heather Dykstra **4th Grade Aide**
Ty Coons **5th Grade Aide**

Laura Holden **Recess Aide**
Shelby Keene **Behavior Support**
Tressie Wynn **Student Center-Primary**
Kate Gibson **Student Center-Interm.**
Donna Shaw **Learning Center**
Kelly Lonien **Learning Center**

Steven Spees **Learning Center**
Bethany Goss **Learning Center**
Jacqueline Sewell **Learning Center**
Amy Polito **Learning Center**
Robin Moses-Mielke **Learning Center**
Retta Sutler **Learning Center**
Rose Wood **Learning Center**

School Hours, Visitors, ETC.

SCHOOL HOURS

Classroom activities commence promptly at 8:30 a.m. Parents allowing students to walk, ride bicycles, or those who elect to drive their children to school can greatly assist normal classroom procedures by assuring their presence at this time. Students will be tardy at 8:35 a.m. The school building will be open 7:35 a.m. to 3:15 p.m. for students and faculty. Parents can expect supervision for protection of students at school during these hours.

The normal school day ends at 3:00pm for all students Kindergarten - 5th grade Monday-Thursday and early release at 1:45pm on Fridays, with the supervised loading of students onto buses. If the school for any reason operates on an abbreviated schedule you will be notified in advance, if possible. If a teacher deems it necessary to keep a student after regular school hours for academic reasons, the teacher will notify the parent well in advance so that special arrangements can be made.

Please pick up students in front of the North building. Cars will form a line extending into Oak Street and circle through the north parking lot. School staff will escort students to waiting vehicles and will direct traffic into and out of the parking lot. The breezeway is open to **ONLY** school personnel and students during the bus loading time.

DEPARTURE OF STUDENTS FROM SCHOOL GROUNDS

Upon dismissal, all walkers, bicycle riders, and students going to Boys and Girls Club or WeCC After School Program are asked to leave and not loiter. In addition, those students riding a bus are asked to go straight to their bus line.

It is not the responsibility of the school personnel to walk children to their after school child care. We encourage all primary aged students to ride the bus, attend an after school program or be picked up by a parent.

****Students must have a note for a change of plans.***

Boys and Girls Club operates an after school program in the cafeteria after school until 5:30 p.m. For a modest fee, children may be registered with this program through the Boys and Girls Club Administration office at 1601 Airport Rd. or by calling 902-0304. Students should not be loitering in the hallways after dismissal. Therefore, all students need to be out of the school by 3:00 p.m., unless engaged in a school activity. ***Students need to be picked up at the time of dismissal.***

Student Bicycle Use - Skateboards - Roller Blades - Scooter Board

Bicycle riders must observe safe and lawful practices. (State Law: Helmets are to be worn by all riders under the age of 16.) Bicycle parking is available. Students biking to school shall park it and lock it in the

designated area. For reasons of safety, students will walk their bikes while on school property. The district assumes no responsibility or liability for loss or damage to bicycles.

NO Skateboards, roller blades, “skate shoes” or scooter boards at school.

COMMUNICATING WITH STUDENTS DURING THE SCHOOL DAY

If you wish to speak to your child on the telephone during school hours, please leave your name and the number at which you can be reached with our office staff. We will have your child return the call as soon as it is possible. Your child can use the school phone only through permission of his/her homeroom teacher and the staff member on duty in the office.

Please note that pupils will not be allowed to use the phone to seek parental permission to change afterschool plans. Arrangements of this nature must be made at home.

Each student shall have an updated after school plan. This form (referred to as a “blue sheet”) is available in the school office. Notification of changes in individual day after school plans needs to be given to the school office each day by 12:30pm. This ensures that office staff have an opportunity to relay messages to students.

ELECTRONIC DEVICES/CELL PHONES

The use of any electronic devices, including but not limited to cell phones, smart watches, pagers, beepers, is not allowed while on school grounds (Policy JFCEB). If a student must have a cell phone/electronic device at school, it is to be off or tuned to silent mode, and in their backpack. Electronic devices may be confiscated if a student fails to follow classroom and school guidelines, and must be retrieved by the parent.

STUDENT SECURITY/PROTECTION PROCEDURE - VISITORS AND STUDENT CHECK OUT

Siuslaw Elementary School is committed to the safety of our students. The following is the procedure regarding visitors and early dismissal of students:

All visitors, classroom volunteers and parents, delivering things to students and to the school will be asked to **sign in at the office each day** and identify what part of the building they will be in. Personal identification may be requested. Visitors will be given a sticker badge at check in. Before leaving for the day, please check out.

Students will only be released to their custodial parent, or their designee, during or at the end of the school day. Children must be signed out through the school office. If the child is to leave the school with any other than the custodial parent, it must be a person designated in writing by the parent. Students will only be released to those persons who have written permission from the parent/guardian.

PARENT & COMMUNITY VOLUNTEERS

Many parents and other community volunteers work with students individually or in small groups. Typical volunteer activities include listening to students read, reading orally to students, math and reading flash card drills, assisting with art activities, etc. Some share their talents in art, music, travels, business, etc. with entire classes. We appreciate and welcome this type of participation. We firmly believe that the use of volunteers improves the school environment because it allows for more individualized attention for our students. In addition, it provides community members an excellent opportunity to find out what is happening in our school. **If you are interested in volunteer work in our school you will be asked to**

complete an information form, complete the required an online course and complete a Criminal History Verification Form before participating in any school activity. Background checks can take up to two weeks to process so please plan ahead.

SCHOOL DAY VISITORS

Parents of the school are encouraged to visit their child's classroom and other facets of the school during a time that is pre-arranged. **ALL** visitors must report directly to the school office. Friends or relatives from out of town are discouraged from visiting during the school day.

Siuslaw Elementary School is committed to the safety of all students. The following are the procedures regarding **ALL** visitors to our school:

All visitors, classroom volunteers and parents will be asked to **sign-in at the office each day** and identify what part of the building they will be in. Personal identification may be requested. Visitors will be given a sticker badge at check in. Before leaving for the day, please check out.

PUBLIC COMPLAINTS

Please refer to board policy KL and KL-AR regarding complaints about curriculum, staff or procedures.

[Policy KL - Public Complaints](#)

[Policy KL-AR - Public Complaint Procedure](#)

ATTENDANCE

Good attendance is a key to school success. It is the responsibility of the parent(s) to maintain regular attendance for their students. Absence from school or class may be excused within 48 hours by notification under the following circumstances:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Field trips and school approved activities
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advancement of the absence
6. Medical/Dental appointments

**Please note, notifying teachers or the office of an absence that is not due to one of the reasons stated above, does not constitute an "excused absence". The absence will be recorded as "unexcused".*

***We recognize that family vacations and visiting relatives are understandable reasons for a student to miss school. However, in accordance with state law and school board policy, such absences must be recorded as "unexcused".*

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws.
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

All children must have a written excuse, or a phone call to the office, following an absence or the absence is considered unexcused. It is important to include on this written excuse your child's first and last name, the date of the absence/s, teacher name and your signature. This contact will enable the school to keep accurate track of your child during school hours.

ORS 339.065 Eight unexcused one-half day absences in any four week period during which the school is in session shall be considered irregular attendance. Any pupil may be excused from attendance by the district school board for a period not to exceed 5 days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school, which the pupil attends. The truant officer will be notified if unexcused absences continue.

TARDIES

Tardiness is an attendance issue that can result in disruption of the classroom learning environment and a student's own learning opportunities. Students are expected to arrive at class on time with appropriate materials. Being tardy means that a student has not arrived before class time has begun. (Sleeping in or getting up late does not justify or excuse a tardy). **A tardy will only be excused if it is due to an early appointment and a note accompanies your student from your medical facility.**

RELEASE TIME FOR STUDENTS

Students may be released from school to engage in private instruction (religious or other) with the approval of the superintendent/principal, providing that the student's parent/guardian assumes all responsibility for transportation and all liability during the student's absences from school.

RELEASE OF RECORDS

This is your notification that should your child enroll in another school or school system that their educational records will be sent to the school upon our receipt of notification of the students enrolling in said institution. Prior to the withdrawal of your child from our district, you have the right to see your student's records and a hearing to challenge the content of the records. Your request for a hearing must allow two days between the request and hearing. You may receive a copy of the record to be transferred if you desire.

SCHOOL STUDENT SAFETY

School safety is everyone's responsibility. In order to create a more secure building for the entire elementary building(s), the front main doors to the South building will be locked for outside entry only. **All visitors/parents/guardians etc. must come through the North building main doors to the office to check in/out.**

Laser pointers are banned from all school property, school activities and school buses. Also, be aware students are not allowed to bring any weapons to the school. Weapons are (but not limited to): knives, guns, explosives, i.e. firecrackers, etc. “Look-a-like” i.e.: water guns, cap guns, rubber knives, etc. are not allowed. School safety is everyone’s responsibility. Students are urged to report to the nearest staff person when they have seen or heard that someone has a dangerous weapon/object at school. They can also leave an unsigned note at the office window marked “Urgent” and tell “who” has “what.”

Please feel free to call the school office if you have any questions.

STUDENT BEHAVIOR

Siuslaw Elementary employs the Positive Behavior Interventions Support (PBIS) System

SCHOOL-WIDE EXPECTATIONS:

- **SHOW RESPECT**
- **ACT RESPONSIBLY**
- **STAY SAFE**

TEACHING POSITIVE BEHAVIOR

Siuslaw Elementary School has a goal of establishing an atmosphere in which children feel safe, secure, and happy, creating a maximum opportunity to learn. We have a firmly established Positive Behavior Interventions Support (PBIS) team which meets monthly to review data and plan activities that teach and reinforce positive behavior, while minimizing negative behaviors.

At the beginning of the year, all students are taught what our behavioral expectations look and sound like in all areas of the building. Classroom teachers lead their students through the school wide expectations in each area. Behavior lessons allow students hands-on practice, so they understand how each expectation looks, sounds, and feels. Activities (boosters) throughout the year are planned to review, reinforce, and reward appropriate behavior.

To reward demonstrated positive behavior, students receive Very Important Kid (VIK) tickets. These tickets have various uses during the year in classrooms and in student assemblies.

Our school’s research based social skills curriculum is Second Sources of Strength. Lessons focus on empathy, impulse control, and anger management. These lessons are taught in the classroom throughout the year.

*** District 97J does not permit physical discipline such as swats or spankings as part of the school district discipline program. School staff are authorized to employ physical restraint when in his/her professional judgment, such restraint is necessary to prevent a student from doing immediate harm to self or others.*

District Student Code of Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of

others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which endangers district property.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

Students are also subject to expectations identified in the Technology User Agreement signed at the time of Chromebook distribution should Chromebooks need to be taken home.

Siuslaw Elementary Student Property Protocol

TOYS, CARDS, CELL PHONES, PERSONAL ITEMS

We have a ***NO toys at school*** policy with the only exception being an item a student is sharing that has their classroom teacher's approval. Toys for sharing must stay in a student's backpack unless it is sharing time. This means electronic games, trading cards, stuffed animals, small bouncy balls, etc. They are a distraction and other students may be tempted to take them. Staff members may ask a student for a toy being played with during the school day. Toys will be held in the office until the end of the day and students will be asked to take them home and not bring them back to school.

The school district is not responsible for the replacement of lost, stolen, or damaged personal property. It is requested that students bring to school only those items that are regular school supplies. **Electronic devices such as pagers, cell phones, tablets, smart watches and music players may be taken by staff members and held until the end of the day for parent pick up.**

Gum - With the exception of special circumstances directed by school staff, there is to be no gum at school or on buses.

SELLING ITEMS

Students are not allowed to sell items for personal gain during the school day. Students participating in a fund raising activity, authorized by the administration, may seek contributions outside of classroom instructional time.

STUDENT DRESS AND GROOMING

Responsibility for dress and grooming rests primarily with students and their families: however, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. **In accordance with #1 - No hats or hoods will be worn in the classrooms/learning environments. Hats are fine in other areas of the school and at recess.**
3. Threat to the health and/or safety of the student concerned or of other students.

For more specific guidelines on student dress and grooming refer to [Siuslaw School District Policy JFCA-AR](#)

TRANSPORTATION

BUSES

Due to the rural nature of our community, a large percentage of our students are transported to class by means of school buses. The well-being and safety of each child is our ultimate concern with regards to transportation. For this reason our district strictly observes the regulations and guidelines established by the board of education for students and parents concerning bus transportation. Failure to comply with these regulations may result in suspension or forfeiture of bus riding privileges.

Note: Video surveillance cameras may be used on district buses to assist with observation and promotion of positive student behavior.

STUDENT CONDUCT ON SCHOOL BUSES

Student safety, student comfort and bus operating efficiency are directly related to student conduct on school buses. In order to ensure safety, comfort and operating efficiency, Siuslaw School District has adopted the following Oregon Department of Education's Rules Governing Students Riding School Buses. Please refer to Siuslaw School District Policy EEACC.

RULES GOVERNING STUDENT CONDUCT ON SCHOOL BUSES

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of an emergency.
4. Students shall be on time for the bus for both morning and evening.
5. Students shall not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students shall not bring animals, except approved assistance guide animals, on the bus.
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. Students shall not extend their hands, arms or head through the bus windows.
10. When necessary to cross the road, students shall cross in front of the bus or as directed by the bus driver.
11. Students shall have written permission to leave the bus other than at home or school.
12. Students shall converse in normal tones; loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of the driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, to fellow students and passerby.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
17. Rules Governing Students Riding School Buses will be posted in a conspicuous place in all school buses.

ADDITIONAL TRANSPORTATION REGULATIONS

In addition to the Oregon State Department of Education rules, local school districts are authorized to adopt and enforce rules that will further enhance a safe, comfortable, and efficient transportation system. Therefore, Siuslaw School District has adopted the following regulations to supplement the Oregon Administrative Rules and will be included in student handbooks.

1. Students shall not bring any weapon, look-alike weapon, incendiaries, tobacco, alcohol or drugs onto the bus.
2. Students shall not damage school property or the personal property of others.
3. Students shall not interfere with any bus operation controls except in an emergency or as instructed by the bus driver.

4. Each student shall conduct himself/herself so as to promote an atmosphere free from discrimination, harassment, prejudice, and racism.
5. Students shall not throw objects on the bus or out the windows.
6. Students shall not threaten or physically harm the driver or other riders.
7. Students shall not do any disruptive activity which might cause the driver to stop the bus to reestablish order.
8. Students shall not make disrespectful or obscene statements or gestures.
9. Students shall not carry glass containers or other glass objects on the bus.
10. Students shall not take onto the bus skateboards, musical instruments or other large objects, which might pose safety risks or barriers to safe entry or exit from the bus. Large items, which cannot be safely transported while held in a student's lap or stowed beside them, are prohibited.
11. Students shall keep aisles and emergency exits clear at all times.
12. Students shall be at their regular bus stops at least five (5) minutes prior to the scheduled time.
13. Students shall stay away from the bus when it is moving.
14. Students shall not damage or attempt to damage public or private property at any bus stop.
15. Consuming food and beverages on the bus is not allowed. Water can be consumed in a container with a lid.
16. For safety purposes students will be required to sit upright facing forward with feet on the floor, out of the aisle.
17. Use of cell phones may be permitted providing it does not cause a problem or distraction to the driver. However, no picture taking is allowed.
18. School Bus Rider Registration: Specific information is required from every student riding a school bus. The information establishes the following: Parent contact information (in case of emergencies), a student's transportation eligibility, and criteria for route planning and student load balancing. Bus registration forms are available at all schools and should be updated at the beginning of every year or as circumstances warrant.
19. Students shall not be transported without prior approval arranged through the transportation department. Any student found "on-board" without prior consent or permission can be returned to the school and the parents/guardians called to come and pick up the student.
20. Students shall ride only the buses assigned to them unless prior arrangements are made through the school or transportation office.

***These regulations, if broken, have severe consequences due to the threat of the safety of others.**
SCHOOL DISTRICT 97J POLICIES FOR BUS OPERATION

1. While the driver has the responsibility for good behavior on the part of the pupils, the student shall not eject a passenger while en route either to school or home. It shall be the responsibility of the designated school authority to deny riding privileges to any pupil.
2. All pupils riding the buses, either in the morning or evening, shall board the bus at the building in which they attend classes.

3. With the high ridership of buses this year on certain routes, if any student needs to ride a bus home other than their regular route any change must be approved by the principal before hand, with a written note from the parent or guardian.

4. Misconduct and Disciplinary Procedure:

a. On the First Offense of Misconduct the driver verbally restates behavior expectations and issues a warning citation. The warning slip is to be delivered by the student to his/her parent(s) and is to be signed by one of them. The principal will receive a copy of the student's action through the transportation department.

There will be an administrator/student conference.

b. On the Second Offense of Misconduct the student and the parent(s) will receive a warning as described in step 1.

There will be an administrator/student conference on the violation.

The parent(s) will also receive a notification from the school informing them that further misconduct by the student on the bus will result in the student losing his/her privilege to ride the bus for up to five (5) school days.

c. The Third Offense of Misconduct will result in automatically forfeiting the privilege of riding the bus for five (5) school days. The parent(s), under this step, will again receive the misconduct slip as outlined in step 1.

There will be an administrator/student conference on the violation. A parent conference will be arranged if desired.

The school will notify the parent(s) of the suspension in accordance with procedure JGD-P.

d. A student's Continued Misconduct on the bus after the initial three steps may result in losing bus riding privileges from five (5) days up to ten (10) days, and possibly expulsion for the semester.

e. Severe - Where any offense (discipline problem) by the student is considered severe, the initial steps under 1 and 2 may be waived, and the corrective action in accordance with the steps 3 and 4 taken. Some examples of this type of behavior might be: open disrespect for the driver, profanity, defiance of authority, destruction or vandalism of school property, or any action which would jeopardize the passengers or safety of the bus.

The student(s) and parent(s) are reserved all the rights of due process given them under the law and which are outlined in procedure JGE-P, Form JGE-1 & 2.

5. Appeals Procedure: See School Board Policy: EEACC-P.

RESPONSIBILITIES OF THE PARENTS

1. Cooperate with the school authorities and bus drivers in promoting efficient service.
2. Have children at the bus stop on time.
3. Make suggestions to the local authorities (in writing) for the improvement of transportation.
4. Ensure the cooperation of children with the authorities responsible for transportation.

COOPERATING WITH LAW ENFORCEMENT AGENCIES

Schools have a dual responsibility, safeguarding the rights of students while cooperating with law enforcement officers in the legitimate pursuit of their duties. Police officers investigating a case involving an illegal act in which a student may be in some way involved or about which the student may have information shall contact the building principal or her designee before any effort is made to question a student during school hours.

All procedural safeguards prescribed by law must be strictly observed. When the interrogation takes place in school, as elsewhere, if the student is a focal suspect, he or she is entitled to be advised of his or her rights, which includes the right to counsel and the right to remain silent.

The designated school authority shall make an effort to contact the parent or guardian at the time an officer comes to question or arrest a student unless there is reason to believe that such notification would unduly interfere with the investigation, or that the matter pertains to alleged child abuse or child neglect. If the school authority is unable to reach the parent or guardian, the officer should not be delayed further. An administrator or designee will always be present when a student is being questioned.

An administrator shall not let a police officer or official from the Services to Children and Families take a student from a school building without a court order, an arrest, protective custody of SCF, or permission of the parent or guardian.

CHILD FIND

The Siuslaw School District is responsible to locate, evaluate and serve children with special education needs, from birth through 21 years of age. If you know any child who may need special education or if you have questions about what services can be provided, please contact the Siuslaw School District Office

at 541-997-2651, or write for information to: Special Education Department, Siuslaw School District
2111 Oak St., Florence OR 97439.

PARENTS AND UNILATERAL PLACEMENT

Parents are required to notify the District before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the District know that they do not accept the District's offer of FAPE, that they will be making a unilateral placement and that they will be seeking public funding for their placement.

GRADING / ASSESSMENT

To help promote parental communication parents receive quarterly report cards. Mid-term progress reports may be sent if the student's academic and/or behavioral progress is in serious jeopardy. Parents and teachers are encouraged to communicate via phone or conference when a perceived need exists.

HOMEWORK

Each classroom teacher sets expectations for student homework. Students should expect to spend 30 to 40 minutes on homework each afternoon or evening. If homework is being requested due to an absence, a 24 hour notice is required.

STUDENT MAKE UP WORK

It is the student's responsibility to make up missed work due to absence. The student is to contact his teacher and get assignments then complete the work as soon as possible. A rule of thumb is to allow the student the amount of time for make-up work that he or she was absent, plus one day.

It is possible for a student to make-up work missed during a suspension. Requests for assignments will be sent to the teacher of a student receiving a suspension for misconduct. These assignment requests must be returned to the office at the time indicated on the request in order to send them home. Make-up time may be granted for work necessary to complete course requirements. If an "incomplete" is awarded to the student, it is the teacher's responsibility to be sure the student understands what is required to complete term requirements. Other arrangements can be made between the teacher, student, and administration if circumstances warrant them.

PARENT CONFERENCES

Parent Conferences are held twice during the school year. Teachers will send notifications of conference time home with students. It is our hope all parents may come during those times, but realize conflicts may exist that require conference scheduling outside of the conference window. We encourage parents to feel free to call the school to schedule a time convenient for both teacher and parent to meet and discuss issues concerning them throughout the school year.

RETENTION / ACCELERATION

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Prior notification and consultation with the student's parents will be made before the final decision is made. Retention or acceleration will be discussed with the parents prior to the end of the third quarter of the school year.

STUDENT PLACEMENT

The Siuslaw Elementary School staff begin the process of developing classroom placements for the following year each spring. The placement of students into individual classrooms is one of the important

responsibilities belonging to all schools. The SES staff devotes a great deal of time and energy to this task so that a careful and thoughtful placement can be made for every student. Our goal is for every student to be in a supportive and challenging environment. We know that this is best accomplished when we create balanced, instructional groups.

A team of teachers who know your student well and who carefully consider their needs determines classroom placements. The counselor, specialists and principal work with this team to consider the following factors:

- A balance of boys and girls
- A balance of academic strengths
- A balance of social skills
- Consideration of students' special learning needs
- Separation of students who are unable to work together effectively

We recognize there may be times when parents wish to share specific needs, concerns or information regarding classroom placement. Please inform us of specific factors you would like to have considered when creating class assignments. The SES staff will consider these factors in conjunction with those stated above in our effort to create balanced classrooms.

HEALTH AND SAFETY

A health screening program will be held during the first part of each school year. It includes screening of vision, measuring height & weight, and a dental evaluation. A community health nurse, with assistance of volunteer parents, screens all elementary students.

REQUIRED STUDENT IMMUNIZATION

All students entering the Siuslaw School District are subject to the laws of the State of Oregon requiring immunization for communicable diseases as a basis for enrollment or continued attendance in accordance with ORS 433.267 and 433.275.

All students grades K-12 must have up to date immunization for diphtheria, whooping cough, tetanus (DPT), polio, measles (10 days) and rubella (3 day), and mumps. Dates (month/year) must be provided for each immunization or a Valid Certificate of Immunization Status (CIS) form for either medical or religious exemptions. These forms are available online at

<https://www.oregon.gov/oha/ph/preventionwellness/vaccinesimmunization/pages/index.aspx>

All students in non-compliance with the immunization requirements may be excluded from school as directed by the county health office until their immunization status is updated. If you have questions as to your immunization status, you should contact Lane County Public Health or your local clinic.

COMMUNICABLE AND INFECTIOUS DISEASES

Students with communicable/infectious diseases as defined by the State Health Division will be excluded from school attendance, a minimum of 48 hours and receiving appropriate treatment, or until they are no longer contagious/infectious and there is no risk of transmission of the disease. The district reserves the right to require a physician's statement before admitting a student following contagious/infectious illness. Examples of communicable/infectious diseases requiring exclusion include pink eye, scabies, and impetigo, among others.

If Your Child has any of these symptoms, please keep your child home, or make appropriate child care arrangements:

- **APPEARANCE, BEHAVIOR** - unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- **EYES** - thick mucus or pus from the eye or pink eye (conjunctivitis).
- **FEVER** - temperature of 100 degrees Fahrenheit or higher within the last 24 hours. Exclusion is 24 hrs from the last fever with no medication.
- **GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH** - should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** - especially with fever or swollen glands in the neck.
- **DIARRHEA** - 3 or more watery stools in a 24 hour period, especially if the child acts or looks ill. Exclusion is 48 hrs from the last loose stool with no medication.
- **VOMITING** - within the last 24 hours. Exclusion is 48 hrs from the last vomit with no medication.
- **RASH** - body rash, especially with fever or itching. Diaper rashes, heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER** - do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **SCABIES** - children with scabies can be admitted after 24 hr treatment.
- **LICE** - Please treat your child before sending to school and repeat treatment between the 8-10 day from the first treatment. We will call you and ask you to come pick up your child if they have head lice. They may return upon treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

P. E. EXCUSES

Students may be excused from P.E. activities for 1 to 3 days because of a physical complaint, if they have a signed request from a parent/guardian. Students having requests to be excused from P.E. by parents will be referred to the school nurse.

For a period longer than three (3) days, a physician's signed request will be necessary. Repeated requests for exclusion will also necessitate a physician's approval. Any deviation from the above procedure will need to be cleared with the school nurse and the principal's office.

MEDICATION PROCEDURES

Students needing prescription or over the counter medication during the school day must have it delivered to the office by parent/guardian, administered through the office as described by state law. No student shall carry medication during the school day unless authorized by the school district and medical personnel.

MEDICATION ADMINISTERED AT SCHOOL (STATE LAW)

1. School personnel shall not provide any non-prescribed drug to a student.
2. Over the Counter medication may be administered on a short term or long basis upon written request and instructions from the parent or guardian, provided the medication is in its original container. Parent or Guardian must fill out a Permission form with the school Health aide.
3. Students who are required to take **Prescribed Medication** at school for one week, or longer must fill out a Permission Form and sign indicating the name of the student, name of the drug, dosage, and time interval that the medication is to be taken. By signing this form the parent or guardian is giving the school written permission to comply with the physician's written orders on the original bottle or package from the pharmacy. Any medication brought to school by the parent or guardian must be kept in the original container appropriately labeled by the pharmacy or physician.

4. Besides the health nurse, other designated office personnel may assist with the medication.
5. All student prescriptions shall be kept in a locked cabinet.
6. If medication is for emergency use only, such as a bee sting kit, the parent must demonstrate proper procedure to the person or persons responsible and leave complete instructions provided by the physician for administration, and must fill out a Permission Form and sign indicating the name of the student, name of the drug, dosage, and time interval that the medication is to be taken.
7. All medications are to be returned to the parents at the end of each school year or when the student withdraws from a school. Any medication not picked up will be disposed of at the end of the school year.
8. School personnel shall annually be informed of the medication policy.

STUDENT SERVICES

SPECIALIZED CURRICULUM

In addition to our regular classroom program, we provide the following special services for qualified students:

Resource Center – specialized curriculum in all areas

Title I – remediation in reading and math

ELL - specialized instruction for students with English is a second language

TALENTED AND GIFTED (TAG)

This district follows state requirements in the location, identification, evaluation, and education of all gifted students within its boundaries. All state requirements are followed to assure that the rights of all identified gifted students and their parents are protected.

SECTION 504 NONDISCRIMINATION NOTICE

No otherwise qualified handicapped individual shall, solely by reason of their handicap, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Special Programs Administrator is responsible for ensuring that Siuslaw School District 97J complies with the above provisions regarding nondiscrimination. Students, parents, and employees are entitled to file grievances regarding discrimination. Such grievances should be directed to the Special Programs Administrator at 997-5456.

TITLE IA – IC NOTIFICATION

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificates; and
- d. if your child is receiving Title I services from paraprofessionals and if so, his/her qualifications.

If You Would Like To Request This Information, Please Contact The School.

CELEBRATIONS

CLASSROOM CELEBRATIONS

Siuslaw Elementary School recognizes the need to celebrate seasonal holidays with respect for all individual beliefs. Classrooms may hold seasonal celebrations on the school day on or near a holiday. Opportunities for students to celebrate in a traditional manner, including costumes, are acceptable during the school day at the teachers discretion. Costumes must be appropriate and should not include look-a-like weapons, threatening or disrespectful attire. Not all classrooms participate in seasonal celebrations including costumes.

Due to the County and State Health Department concerns for the continued danger of spreading hepatitis, only pre-packaged commercially prepared food items may be brought to school for classroom parties and other special events.

BIRTHDAY PARTIES

Birthday parties are discouraged during the school day. If you wish to send a treat, please contact your child's teacher **two days** prior to the day. Treats containing nuts or excessive sugar are not allowed. **No party invitations or birthday gifts may be passed out at school unless there is enough for the whole class.**

EMERGENCY PROCEDURES

In the event of a community-wide crisis impacting Florence, Oregon, (and surrounding areas) during the normal school hours, students will be sheltered on –site at their applicable school locations. However, if a crisis warning occurs during school hours allowing ample time for safe transport, students will be released according to their normal after-school location.

Fire and earthquake evacuation procedures will be practiced monthly.
Crisis and/or lock down procedures will be followed according to the district emergency procedure manual.

CAFETERIA

Siuslaw Schools are enrolled in the Community Eligibility Program. ALL students in the district qualify for school lunch and breakfast at no charge.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-

3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

GUIDANCE AND COUNSELING

The main goal of the Elementary Guidance and Counseling Program is two-fold:

1. *PREVENTION* - identifying and meeting social-emotional, intellectual, or physical needs.
2. *INTERVENTION* - identifying specific needs and providing services and/or initiating referral when appropriate.

The counselor provides individual group, and crisis counseling, parent consultation, behavior planning, 504 creation and case management, PBS and EBIS team facilitation, referrals to outside agencies and classroom lessons as needed.

Referrals to the counselor are made by the teachers, students themselves, or by parents by contacting the school at 541 997-2514.

EXTRA CURRICULAR ACTIVITIES

BOYS AND GIRLS CLUB

The Boys and Girls Club of Western Lane County offers many programs for children in our community. In addition to sports activities such as cross country, flag football, golf, junior basketball, volleyball and soccer, they offer an after school program in the cafeteria until 5:30 p.m. each school day. Elementary students who have signed up for this program go directly to these areas upon dismissal. Parents wishing to register their child for this program may do so at the Boys and Girls Club Administration office at 1601 15th St. or call 902-0304. Information will be sent home throughout the school year regarding program offerings. www.bgcwlc.org

WeCC AFTER SCHOOL PROGRAM

WeCC After School Program offers a variety of activities for registered SES students on a first come first serve basis. The first program sign ups will take place beginning each fall with the program beginning in late September. Each quarter throughout the school year sign ups will occur to give students an

opportunity to join or sign up for different activities. Forms will be sent home with students and can also be found in the main office.

FIELD TRIPS

A form is provided at the time of registration that requests permission for your child to take part in local school field trips. The slips are to be signed and returned to the school. Parents are informed of each individual trip in which their child is eligible to participate. Out of district trips require a separate parent signed permission slip. Parents have the right to decide whether their child will take part in each individual field trip. Students are expected to ride school provided transportation and to return to school with their class after the field trip. Special considerations will be considered by the building principal but must have prior approval. All school rules apply on field trips.

Parents attending field trips as chaperones must be signed in through the main office. **Non school-aged children, including siblings, are not permitted to attend field trips. Please remember that attending field trips requires a background check. Be sure to plan ahead because this can take up to two weeks.**

ATTENDANCE AND EXTRA CURRICULAR ACTIVITIES

Students shall be in attendance at school all day to be eligible to participate in any after school activities in the school district unless the absence is excused through the building principal. A participant shall be in all classes on Friday to be eligible to participate in any district sponsored activity during the weekend unless excused by the building principal.

AWARDS AND RECOGNITION

VIK TICKETS

Very Impressive Kid (VIK) tickets are given to students who Show Respect, Act Responsible, and Stay Safe. A ticket can also be written for an entire class. Classroom teachers may choose to hold weekly drawings or set weekly or monthly goals for their students.

ACCELERATED READING (A.R.)

Our Accelerated Reading Program is a library based program where students select books from the library and, after reading, self-test on one or several library or classroom computers. This extremely popular program was initiated in the fourth grade in 1992 and is now being used in most grade levels in the district. Teachers in grades 3 - 5 require students to earn anywhere from 15 - 25 test points per term as part of their reading grade. Students may keep past year's points and add to them each year beyond the 2nd grade.

EXEMPTION FROM SENSITIVE CURRICULUM AREAS

Parents may request that their child be excused from specific school programs or learning activities which conflict with a student's disability or religious beliefs. These requests must be presented to the school administration.

In elementary schools (K-8) whenever the topic (lesson, film, speaker, etc.) to be presented is known to contain or present sensitive material, the school administrator will have written notes sent home informing the parents of the sensitivity of the subject matter and informing them of their option to remove their child from such instruction. Students who are removed from class at their parents' request, will be provided with alternative learning projects.

ALL STUDENT AND PARENTS DISCLOSURE STATEMENT

We are required by law to inform you about our use of student Social Security Numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record keeping, research and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described. OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN).

Your SSN will also be provided to the Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/ TEEN DATING VIOLENCE

In combination with Siuslaw School District Policies JFC and JFCF, all forms of hazing, harassment, intimidation, bullying, cyberbullying, menacing, and teen dating violence are strictly prohibited.

Hazing, harassment, intimidation or bullying, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to

and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to the Teacher Standards and Practices Commission.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of

hazing, harassment, intimidation, bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Administrators will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels the student has been hazed, harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent.

Complaints against the superintendent shall be filed with the board chair.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step 3 If the complainant is not satisfied with the decision at Step 2, a person may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision.

The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

The district uses a software program to notify staff when potential dangerous, threatening, or bullying situations are made using district Chromebooks.